

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Consolidated Business Center Acquisition Advisory Board (CBCAAB)**Policies, Procedures
and PlansAPPROVED: (Signature on File)
EMCBC Director**1.0 PURPOSE**

The purpose of this procedure is to establish the Environmental Management (EM) Consolidated Business Center Acquisition Advisory Board (CBCAAB), and Environmental Management -equivalent management system for the review and/or approval of Critical Decisions (CDs) and Baseline Change Proposals (BCPs) for projects managed, overseen and/or delegated by EM-1 to the EM-3.2 Office Director or CBC Director.

2.0 APPLICABILITY

This procedure applies to all projects managed and/or overseen by the EM-3.2 Office Director or CBC Director.

3.0 REQUIREMENTS

- 3.1 DOE P 413.1, Program and Project Management Policy for the Planning, Programming, Budgeting, and Acquisition of Capital Assets in June 2000
- 3.2 DOE O 413.3A, Program and Project Management for the Acquisition of Capital Assets, July 2006
- 3.3 Draft Project Management Manual, October 2000
- 3.4 Memo, J. Rispoli to Distribution, Subject: Configuration Management and Change Control Process for the Environmental Management Program, dated December 2006

4.0 RESPONSIBILITIES**4.1 Chair**

- 4.1.1 Serve as the Acquisition Executive (AE) for projects delegated by EM-1;
- 4.1.2 Establish the CBCAAB;
- 4.1.3 Chair the CBCAAB meetings;
- 4.1.4 Make the final decision for Critical Decisions;
- 4.1.5 Approve Baseline Change Proposals;

- 4.1.6 Assign action items which may result from meeting discussions;
- 4.1.7 Disposition all requested CDs and BCP actions (the AE may dispose of an action without conducting a formal CBCAAB meeting by signing the Disposition Memorandum);
- 4.1.8 Document disposition of CBCAAB actions in published meeting minutes;
- 4.1.9 Assure that CBCAAB members fulfill their responsibility; and
- 4.1.10 Sign the Disposition Memorandum.

4.2 Permanent Members

- 4.2.1 Attend CBCAAB meetings, or provide a knowledgeable alternate capable of providing advice to the Office Director;
- 4.2.2 Review, comment and resolve issues on the CD or BCP package prior to the meeting with particular emphasis on the functions for which they have primary responsibility including coordinating with their Headquarters functional organization, if necessary; and
- 4.2.3 Assure that environment, safety, health, quality assurance, and security requirements are met for all CD and BCP actions.

4.3 Advisory Members

- 4.3.1 Attend CBCAAB meetings; and
- 4.3.2 Review and comment on CDs and BCP actions.

4.4 Ad Hoc Members

- 4.4.1 Attend CBCAAB meetings, as requested by the Office Director; and
- 4.4.2 Review and comment on CDs and BCP actions, as requested by the Office Director.

4.5 Site Manager/Federal Project Director

- 4.5.1 Review the CD or BCP package for completeness, endorsing the proposed action, and processing the action through the CBCAAB Secretariat in a timely manner;
- 4.5.2 Prepare a draft BCP in the EM Integrated Planning Accounting and Budget System (IPABS) Change Request Tool module;
- 4.5.3 Respond to questions, comments, and requests from the CBCAAB members in a timely manner;
- 4.5.4 Prepare and present the CD/BCP briefing to the CBCAAB;
- 4.5.4 Coordinate responses and briefings with CBC support offices, if necessary;

- 4.5.5 Provide the CBCAAB Secretariat with a Project Office point of contact for each CD/BCP action;
- 4.5.6 Brief the Office Director prior to the CBCAAB meeting;
- 4.5.7 Prepare the Disposition Memorandum;
- 4.5.8 Review and revise the project list as necessary;
- 4.5.9 Provide a list of projected CD and anticipated BCP actions for the upcoming Fiscal Year by the end of September; and
- 4.5.10 Assure that a Project Office CBCAAB equivalent process is in place and that all CDs and BCPs are processed through that system.

4.6 Office of Financial Management Secretariat

- 4.6.1 Administer the CBCAAB process;
- 4.6.2 Schedule all CBCAAB meetings for the Office Director;
- 4.6.3 Distribute copies of the CD or BCP package to all CBCAAB members, when necessary, for review and comment;
- 4.6.4 Receive and record all HQ requested and approved CD/BCPs in the Board Activity Log;
- 4.6.5 Maintaining a repository of all CBCAAB documents;
- 4.6.6 Brief the Office Director on the CD/BCP, if requested
- 4.6.7 Attend all CBCAAB meetings, and record and distribute the minutes of the meeting;
- 4.6.8 Distributing copies of the CD/BCP Disposition Record Form to all CBCAAB members, and Readiness Review members;
- 4.6.9 Distribute Disposition Memorandums, when required;
- 4.6.10 Coordinate and transmit all endorsed CDs and Level 1 BCPs to EM-53, Office of Project Management Oversight;
- 4.6.11 Provide assistance to the Project Office Director's in processing the CD/BCP package through the CBCAAB system; and
- 4.6.12 Distribute CD/BCP briefing packages to CBCAAB members.

5.0 **PROCEDURE**

- 5.1 The objective of this procedure is to ensure that informed, objective, timely, and documented Critical Decisions (CD) and Baseline Change Proposal (BCP) decisions are consistent with the expectations of and direction provided by the Assistant Secretary for Environmental Management (EM-1) as described in Requirement 3.4 of this procedure.
- 5.2 This procedure provides protocols to ensure that decisions are
- Documented in a formal and auditable manner before resources are committed;
 - Consistent with the requirements of the Department of Energy (DOE) Policy, 413.1, Department of Energy Project Management Policy for Capital Assets", (Reference: Requirements 3.1) and DOE Order 413.3A, "Project Management for the Acquisition of Capital Assets", (Reference: Requirements 3.2)
 - Augment the requirements to manage budget changes to the EM life cycle baselines as delineated through the Project Baseline Summary (PBS); and
 - Ensure necessary realignment of funds between PBSs.
- 5.2 The CBCAAB is an advisory board (not a voting board) to the EM 3.2 and CBC Office Director who has the authority and responsibility of approving or disapproving CDs and BCPs. The CBCAAB will consist of the following members/advisors.

Chair	EM-3.2 Office Director CBC Office Director
Permanent Members	CBC Assistant Director for Financial Management CBC Assistant Director for Contracting
Advisory Members	CBC Assistant Directors for Human Resources, Legal Services, Logistics Management, Technical Services; Site Managers and/or Federal Project Directors
Ad Hoc Members	Other EM 3.2 and CBC staff, as requested by the Office Director
Secretariat:	Office of Financial Management, Planning Team Lead

6.0 **RECORDS MAINTENANCE**

Records generated as a result of implementing this document include Board meeting minutes.

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Procedure	All	8/16/07

PROCEDURE CHANGE REQUEST	
DATE: <u>8/16/07</u>	
INITIATOR: <u>L. Schlag</u>	
INITIATOR PHONE NUMBER: _____	
DOCUMENT AFFECTED: <u>IP-413.3B, Rev. 1</u>	
SECTION: _____ PARAGRAPH #: _____	
IP NUMBER : _____ PARAGRAPH #: _____	
NEW IP: _____	
PROPOSED REVISION: _____ _____ _____	
JUSTIFICATION: <u>New Procedure</u> _____ _____ _____	
Requested by: <u>L. Schlag</u>	DATE: _____
Approval: _____ Associate Director	DATE: _____
Assigned to: <u>Margaret Marks</u>	DUE DATE: _____

Document Review Record Sheet				
Document Title	Consolidated Business Center Acquisition Advisory Board (CBCAAB)			
IP Number	Revision No.	Date Issued for Review		
IP-413.3B	1	08/13/07		
The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments				
To:	Extension:	By:		
L. Chafin	60461	8/16/07		
Additional Instructions:				
Reviewer	Approve	Approve w/Comments	Do Not Approve	Signature of Reviewer
B. Fain				
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Comments may be attached to a separate sheet of paper				
APPROVE: Signifies the reviewer's acceptance of the document issued for review.				
APPROVE w/comments: Signifies the reviewer's overall acceptance of the document regarding concept, practice, implementation, provisions and assigned responsibilities. However, the reviewer has suggestions as to the organization of its contents or helpful additions and/or deletions. These comments are termed "non-mandatory comments" and do not require formal resolution between the reviewer and preparer.				
DO NOT APPROVE: Signifies that the reviewer has identified significant problems regarding concept, practice, implementation or responsibilities that render the document unacceptable and/or not in conformance with stated requirements. Such problem areas must be clearly identified by the reviewer. It is mandatory for the preparer to resolve these comments with the reviewer, document the resolution and obtain the reviewers concurrence for the resolution. The reviewer's written concurrence with the resultant change in disposition shall be documented on this form.				
General Review Comments:				
When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition:				
Designated Reviewer	Concur	Do Not Concur	Signature	Date